

	<b>INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL</b>	
	<b>Chapter 4:</b> Assessment (Investigation)	<b>Effective Date:</b> July 1, 2007
	<b>Section 30:</b> Institutional Assessments (Investigations)	<b>Version:</b> 1

<b>POLICY</b>	<b>OLD POLICY: 210.47</b>
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- The Indiana Department of Child Services (DCS) Local Office will conduct an assessment (investigation) of a report of possible child abuse or neglect that occurred in an institution located within the county.
- Institutions include:
  - Foster homes,
  - Licensed Childcare homes and centers,
  - Public and private schools,
  - Hospitals,
  - Group homes,
  - Residential treatment centers,
  - Emergency shelter care centers, and
  - Correctional facilities

#### Code References

- N/A

<b>PROCEDURE</b>
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To assess (investigate) an Institutional report, the FCM will:

- Follow all procedures outlined in Policy [Conducting the Assessment \(Investigation\)](#), and in all related assessment (investigation) Policies.
- If the child victim and/or the child perpetrator are CHINS or probation wards,
  - Notify the FCM assigned to provide ongoing services for the child or the probation officer.
  - Notify the Guardian Ad Litem (GAL) or court appointed special advocate (CASA) appointed for the child.
- Conduct the following interviews in addition to those required for a standard CA/N assessment (investigation), if warranted:
  - Current and former administration and staff of the institution;
  - Current and former residents of the institution, particularly those who may have witnessed the acts or omissions alleged in the report;
  - School administration and staff where the alleged child victim and/or alleged child perpetrator attend;
  - The on-going services FCM assigned to the alleged child victim and/or the alleged child perpetrator;
  - The probation officer assigned to the alleged child victim and/or alleged child perpetrator;
  - Appropriate local office or DCS Central Office licensing staff.

- Review the alleged child victim's records kept by the facility, such as daily log sheets, medical reports, incident reports, etc;
- Examine and photograph pertinent areas of the facility;
- If the institution is a foster home and the license is held by an agency other than the DCS, discuss with the investigating FCM Supervisor and/or Director if a review of the actual licensing file would further the progress of the assessment (investigation).
- Request to review the licensing file if it is decided that information in the file will further the progress of the assessment (investigation).

If the alleged perpetrator is a child care worker, defined as a person who has direct contact with children through the course of employment or volunteer work in an institution, he/she is entitled to have a Child Care Worker Assessment (Investigation) Review (CCWIR) prior to a decision to substantiate, unsubstantiate, or indicate the assessment (investigation). This review is a meeting with one of the following: the Local Office Director, the Local Office Deputy Director, or the Regional Manager, at which the child care worker may present any additional information that he/she feels could assist DCS in making an accurate decision. Please see and follow the policy, Chapter 2, [Child Care Workers Assessment \(Investigation\) Review Process](#).

## RELATED INFORMATION

### **Access to Information**

DCS has the authority to request and secure any information from a facility that is necessary to conduct a CA/N assessment (investigation). This includes, but is not limited to, files kept on facility staff and children who attend the facility, and the facility's licensing file.

### **State Agencies that Administer and/or Monitor Institutions**

Each of these state agencies has designated one individual to work with DCS in the assessment (investigation) of CA/N reports involving that agency's facilities. Basic information regarding the CA/N report as well as information concerning who will be assessing (investigating) and the proposed time to initiate the assessment (investigation) will be shared. State agencies with a liaison person include:

- Indiana State Department of Health;
- Indiana Department of Correction;
- Family and Social Services Administration : Division of Mental Health;
- Indiana Department of Education; and
- Indiana State Police.

## FORMS AND TOOLS

- N/A